

**Minutes of Meeting  
INFORMAL FACT-FINDING CONFERENCES  
JUNE 14, 2007**

The Department of Professional and Occupational Regulation convened in Richmond, Virginia, an Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Amy Chappell, Presiding Officer, presided. No other Board members were present.

Ilona LaPaglia appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case  
Lic = Licensing Application  
RF = Recovery Fund Claim

C = Complainant/Claimant  
A = Applicant  
R = Respondent/Regulant  
W = Witness  
Atty = Attorney  
Inv = Investigator

**Participants**

1. Matthew Duane Bitrick  
File Number 2007-04306  
**(NO DECISION MADE)**

Matthew Bitrick - A  
Traci Sue Bitrick - W

2. Michael H. Gordon  
File Number 2006-05131  
**(NO DECISION MADE)**

Michael Gordon – A

3. Tommy Lawhorn  
t/a Splash Irrigation  
File Number 2007-04672  
**(NO DECISION MADE)**

Tommy Lawhorn – A

4. Kennedy Masonry, LLC  
File Number 2007-04678  
**(NO DECISION MADE)**

Raymond Kennedy - A  
Marcella Rizzo - W

5. Daniel Ray Williams  
File Number 2007-04145 (LIC)  
**(NO DECISION MADE)**

Daniel Williams - A  
Elizabeth Kendrick - W

6 Daniel Ray Williams  
File Number 2007-04146 (DISCP)  
(NO DECISION MADE)

Daniel Williams - R  
Elizabeth Kendrick - W


7. O'Toole Distribution, Inc.  
t/a Pella Windows & Doors  
File Number 2007-04679  
(NO DECISION MADE)

Patrick O'Toole - A  
Steve Marsh - W  
Harvey Ramos - W

The meeting adjourned at 2:00 PM

BOARD FOR CONTRACTORS

  
Mark D. Kinsert, Chairman

  
Jay DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTEREST ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Amy Chappell  
Title: Presiding Officer
3. Agency: Board for Contractors
4. Transaction: Informal Fact-Finding Conferences on June 14, 2007
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
none
6. I declare that:  
(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_  
(b) ☒ I am able to participate in this transaction fairly, objectively, and in the public interest  
Achappell 6/14/07  
Signature Date